

The logo for Encore Learning features a large, stylized blue swirl that forms a partial circle. The words "ENCORE" and "LEARNING" are written in a red, sans-serif font, stacked vertically to the left of the swirl.

**ENCORE
LEARNING**

Expand Your World

Member Account Manager

QuickStart Guide: Notified that you moved off the Waitlist?

Notified that you moved off the Waitlist?

Members remain on a course waitlist until the staff notifies them directly (by both phone and email) that they are eligible to register. Once you are notified, please take the following steps to pay for the course by the deadline you are given. *If you do not pay for the course by the deadline*, the spot goes to the next person on the waitlist and you are no longer on the waitlist.

- Go online to our website www.EncoreLearning.net before the deadline included in your notification (members are notified by email and by phone call).
- Under **QUICK LINKS** on the right, select **Member Account Manager**.
- Select the **Login** link at the upper right side of the page.
- On the Login page, enter your email address and password in the fields on the right under **Returning Members** then select **Login** button.
- On **My Account** page, within the **Attention** box, select the link “Click here to pay your balance.”
- On the Invoice Summary, scroll down to enter your credit card information then select the **Process Payment** button.
- Upon successful payment, you have secured your seat in the class.
- If you are finished, select **Log Out** link at the upper right side of the page.